



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

IN REPLY REFER TO:

COMNAVREG MIDLANT
INST 1770.2A

N12

22 MAR 2004

COMNAVREG MIDLANT INSTRUCTION 1770.2A

Subj: FUNERAL HONORS SUPPORT (FHS) PROGRAM WITHIN THE MID-ATLANTIC REGION

Ref: (a) U.S. Code Title 10
(b) DoD Directive 1300.15
(c) OPNAVINST 1770.1
(d) BUPERSINST 1770.3
(e) COMNAVREGMIDLANTINST 1770.1
(f) NAVPERS 15555D (Navy Military Funerals)
(g) NAVMC 2691 (Drill and Ceremonies Manual)
(h) SECDEF Memo of 7 Aug 03
(i) NAVPERS 15661 (U.S. Navy Uniform Regulations)

Encl: (1) Funeral Honors Support Program
(2) DoD Funeral Honors Data Collection Form
(3) SF 1664 Form
(4) Direct Deposit form

1. Purpose. To carry out the requirements for the Funeral Honors Support Program (FHS) within the Mid-Atlantic Region. Enclosure (1) provides direction concerning the FHS Program.

2. Cancellation. COMNAVREGMIDLANTINST 1770.2. This revision includes guidelines for usage of the electronic bugle and specific direction on the process for Region referring a funeral honors request and expected response. Additionally, it clarifies procedures for submission of travel claims for expenses incurred while performing FHS duties. This is a complete revision and shall be reviewed in its entirety.

3. Background. Military Funeral Honors (MFH) is the final ceremonial demonstration of the country's gratitude to those who served in times of war and peace, and faithfully defended our nation. The MFH ceremony consists of, at a minimum, the folding and presentation of the American flag and the sounding of Taps by a detail of two uniformed members of the Armed Forces, one of which, shall be from the parent service of the deceased, per references (a) and (b).

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4. Policy. MFH recognizes and commemorates the honorable service of deceased naval and former naval personnel. The practice of rendering funeral honors is considered by our nation to be a solemn and sacred obligation and has been declared a total force mission. Commanders at all levels shall respond to requests for MFH with priority, sensitivity, and in the spirit to honor one of our own. Enclosure (1) provides specific direction.

5. Scope

a. Per references (c) and (d), Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) is assigned as the Casualty Assistance Calls/Funeral Honors Support Program Coordinator for the states of Virginia, West Virginia, Pennsylvania, Delaware, and certain counties in North Carolina, Kentucky, and Maryland. Areas of responsibility (AOR) for naval activities within COMNAVREG MIDLANT's AOR are the same as listed in reference (e), enclosure (3), available at. www.cnrma.navy.mil.

b. While COMNAVREG MIDLANT retains responsibility for implementation of the FHS Program within the Mid-Atlantic Region, sub-area coordinators have been established to:

(1) Ensure that the program is effectively managed and executed within their set area of responsibility.

(2) Coordinate the MFH detail requirements within their own activity and any Veterans Service Organizations (VSOs) in their sub-area, as tasked by the COMNAVREG MIDLANT Program Manager.

(3) Maintain accurate, up-to-date files on all funerals within their sub-area, and ensure all required reports are maintained and submitted to the Regional Office.

c. Enclosure (1) designates sub-area coordinators within COMNAVREG MIDLANT.

6. Training

a. Training for MFH is an ongoing function. Initial training will be conducted by the CAC/FHS Regional Program Manager or designated representative. Area OIC, POICs, and squad leaders will conduct follow-on training. Commanding Officers and Officers-in-Charge will ensure that each MFH team is trained in accordance with references (f) and (g), and report back to the Regional Program Manager upon training completion.

b. The coordination of VSOs augmentation to the mandatory two-uniformed person funeral detail may be required by the

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Program Manager and is strongly encouraged. COMNAVREG MIDLANT will provide "train the trainer" instruction to the activities in enclosure (3) of reference (e), who will in turn train the VSOs at the VSO post.

c. The CAC/FHS Regional Program Manager or designated representative is responsible to ensure the adequacy of resources, funds, training, materials, and facilities for the funeral honors team(s) and/or an authorized provider as prescribed by the Secretary of the Navy. Training will consist of, but not limited to:

- (1) Graveside services for casketed and cremated remains
- (2) Firing of three volleys
- (3) Folding and presenting the flag
- (4) Setting up the squad
- (5) Procedures for pallbearers
- (6) Preparing and processing the DoD Funeral Honors Data Collection form, enclosure (2).

7. Electronic Bugle

a. Reference (h) authorizes the use of an electronic bugle. COMNAVREG MIDLANT will provide each activity performing MFH with an electronic bugle to enhance the MFH ceremony by providing a more dignified and respectful rendition of TAPS.

b. COMNAVREG MIDLANT's policy for using the electronic bugle at funerals is based on that activity's manning; the following two options apply:

(1) Send three members on the MFH detail: one to play the electronic bugle if your manning permits, two to fold the flag.

(2) Send two members on the MFH detail: upon arrival at the graveside, the lead member will position him/herself at the head of the casket, the second member will march to the site where the electronic bugle has been placed on a stand or table, play the electronic bugle, place the bugle back on the stand or table, march back to the graveside and position him/herself at the foot of the casket and proceed with flag folding.

c. Family must be informed, through the funeral director, that an electronic bugle will be used at the funeral.

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8. Action

a. Refer to reference (e) with CH-2 for the requirement for all activities listed in enclosure (3) of said reference to submit an information report no later than the 31st of January each year, or as changes occur, to Commander, Navy Region, Mid-Atlantic (N12), 1510 Gilbert Street, Norfolk, VA 23511-2737.

b. DoD Funeral Honors Data Collection Form, enclosure (2), will be submitted to the CAC/FHS Program Manager, via fax (757-444-2767), within one working day after each MFH.

9. Questions can be directed to the Regional CAC/FHS Program Manager at 757-322-2817, or toll free 866-203-7791 during normal working hours (0730-1600).



F. F. AUCREMANNE
Chief of Staff

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FUNERAL HONORS SUPPORT PROGRAM

1. Sub-Area Coordinators are:

- (a) NROTCU Pennsylvania State University
- (b) NROTCU University of Virginia
- (c) NROTCU Carnegie Mellon University
- (d) NROTCU Virginia Military Institute
- (e) NROTC Virginia Tech
- (f) NAVMARCORESCEN Pittsburgh, PA
- (g) NAS JRB Willow Grove, PA

2. Area of responsibility for above activities is listed in reference (e), enclosure (3). Reference (e) authorizes sub-coordinators to task other Navy active and reserve units in their sub-area to provide personnel in temporary duty (TDY) or collateral duty status to assist in performing MFH.

3. Procedure

a. Requests for Active Duty MFH are the responsibility of the CACO assigned to the Primary Next-of-Kin (PNOK), coordinated in accordance with references (d) and (e).

b. MFH will be provided, upon request from the PNOK, funeral director, or authorized representative of PNOK, for retired, reserve and Navy veterans. Requests without the PNOK's consent will not be carried out. The command that initially receives the request for MFH is responsible for contacting the CAC/FHS Program Manager's office to ensure that honors are rendered. The command assigned to render MFH will submit enclosure (2) within one working day of the performed funeral, and forward to COMNAVREG MIDLANT (N12), via fax at 757-444-2767.

c. When MFH are missed, the Commanding Officer or Officer in Charge of the command assigned to provide MFH will:

(1) Immediately report the circumstances to COMNAVREG MIDLANT CAC/FHS Program Manager by telephone, toll free 866-203-7791, or commercial 757-322-2817.

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(2) Forward a letter to COMNAVREG MIDLANT explaining the reasons/circumstances for missing MFH, in detail, by the close of business the following workday. This information will be used to prepare a letter of apology to the PNOK offering to render honors at their convenience. The letter will be signed by the Commander, Navy Region, Mid-Atlantic, or Chief of Staff and sent to the PNOK as soon as possible.

d. Funeral Honors Guard team member uniform shall be the service dress uniform of the season.

(1) Females will wear the male Service Dress Blues with the female combination cover.

(2) Enlisted teams will wear the white hat with both Services Dress Uniforms of the season.

(3) Accoutrements to be worn by Funeral Honor Guard team members:

(a) Black/White aiguillettes with nickel braided two-loop and two single ornament hanging-down nickel tips.

(b) Black/white ascots

(c) White guard belt w/nickel buckle worn outside all garments

(d) White dress gloves

(e) White legging with nickel hardware

(f) Black lace-up high polish shoes

(g) Cover: White hat/combination cover

(h) If the wearing of peacoats or raincoats is necessary, all team members shall wear.

(i) Sunglasses are prohibited

e. References (g) and (i) set drill and the basic uniform standards that all commands will observe in the performance of MFH.

f. Command FHS Coordinator shall ensure personnel participating in Navy MFH are properly trained to perform their duties and instructed in the deportment of arms in accordance with reference (g).

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g. An officer of equal or higher rank shall present the national ensign in cases of active duty or retiree deaths of a Captain (O-6) or above. The CAC/FHS Program Manager/sub-area coordinator shall assign such an officer, if available.

h. Officers/Petty Officers-in-Charge will conduct a personnel inspection of the detail before embarking.

i. Officers/Petty Officers-in-Charge and all drivers will be familiar with the routes to be traveled to ensure a punctual and safe arrival of the detail. Proper inspection of the designated vehicle shall be conducted in a timely manner as to not impede assignment.

j. Eligibility

(1) Active Duty and Medal of Honor Recipients. Members who die while on active duty or who have been awarded the Medal of Honor shall be provided Standard Plus honors, a detail consisting of the following elements:

(a) Six body bearers

(b) Firing of three volleys

(c) Officer in Charge (OIC) or a Petty Officer-In-Charge (POIC)

(d) Bugler (when a military bugler is not available, a civilian musician, or use of the electronic bugle, or as a last resort, a professional quality recording may be used)

Funeral Honors team members assigned may act in one or more of the above listed elements.

(2) Retired. For members of the Naval Fleet Reserve or Retired members (with or without pay), Standard Plus honors, as described above, should be provided, if available. The minimum participation by the Navy will be Standard honors: two Navy representatives who will attend the funeral, fold and present the flag to the PNOK, and play TAPS or a quality recording of TAPS if a live bugler is not available.

(3) Veterans. For veterans who meet the eligibility criteria as set forth in reference (b), Standard honors shall be provided; a detail of two active duty service members, (one from the parent service of the deceased), that will attend the funeral, fold and present the flag to the PNOK, and play TAPS or a quality recording of TAPS if a live bugler is not available.

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k. The Navy shall deny MFH under the following circumstances:

(1) Discharged naval veterans released from the naval service under conditions other than honorable.

(2) Any individual convicted of a capital offense under Federal or State Law for which the person was sentenced to death or life imprisonment without parole.

(3) Additional circumstances for denial are found in reference (b).

l. Members of MFH details shall not accept monetary or other gratuities for their services.

4. Tasking by COMNAVREG MIDLANT of MFH. The CAC/FHS Program Manager staff will make every attempt to notify by phone the responsible naval activity with a referral for MFH; if no person is available, a call will be placed to the duty person; if no duty person is available, a voice-mail message will be left on the duty phone with subsequent fax of the MFH request to that activity's fax, and this will constitute official tasking or referral of MFH. It is the responsibility of the tasked activity to confirm, within 24 hours, the funeral with the funeral director and notify the COMNAVREG MIDLANT CAC/FHS office at toll free 1-866-203-7791 that the funeral has been confirmed.

5. Reimbursable expenses. Expenses incurred in connection with the rendition of MFH will be reimbursed in accordance with the following information:

a. Reimbursable expenses will be claimed in accordance with the Joint Federal Travel Regulations (JFTR). COMNAVREG MIDLANT will reimburse:

(1) POV mileage and tolls (mileage that exceeds daily commute to work).

(2) Bugler services with prior authorization by CAC/FHS Program Manager.

b. Submit Form SF 1164, enclosure (4), Claim for Reimbursement for Expenditures on Official Travel, together with enclosure (4), Electronic Funds Transfer (EFT) Certificate, to COMNAVREG MIDLANT (N12). Original receipts should be taped on an 8-1/2 X 11 sheet of paper.

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Last name of deceased: _____

Person completing this form:
Telephone number (COMM/DSN): _____**FUNERAL HONORS DATA COLLECTION****SOCIAL SECURITY NUMBER OF DECEASED****DATE OF FUNERAL (DDMMYYYY)**----- **PART I** -----

1. Date of request for Funeral Honors (DDMMYYYY)
2. Unit Identification Code (UIC) of unit providing the honors
3. State where funeral takes place (2 digit Postal Abbreviation)
4. Place of Interment/Inurnment:

☐ National Cemetery
☐ Base/Post Cemetery

☐ State Cemetery
☐ Arlington National Cemetery

☐ Private Cemetery
☐ Other (include burial at sea)
 Specify: _____

5. Status of Deceased

☐ Active Duty
☐ Retired from Active Duty

National Guard

☐ Active Duty
☐ Not on Active Duty
☐ Retired

Reserve

☐ Active Duty
☐ Not on Active Duty
☐ Retired

☐ Veteran (member who served in, but did not retire from, the military)

6. Rank of Deceased

<input type="checkbox"/> E-1	<input type="checkbox"/> E-2	<input type="checkbox"/> E-3	<input type="checkbox"/> E-4	<input type="checkbox"/> E-5
<input type="checkbox"/> E-6	<input type="checkbox"/> E-7	<input type="checkbox"/> E-8	<input type="checkbox"/> E-9	
<input type="checkbox"/> W-1	<input type="checkbox"/> W-2	<input type="checkbox"/> W-3	<input type="checkbox"/> W-4	<input type="checkbox"/> W-5
<input type="checkbox"/> O-1	<input type="checkbox"/> O-2	<input type="checkbox"/> O-3	<input type="checkbox"/> O-4	<input type="checkbox"/> O-5
<input type="checkbox"/> O-6	<input type="checkbox"/> O-7	<input type="checkbox"/> O-8	<input type="checkbox"/> O-9	<input type="checkbox"/> O-10

7. Parent Service/Component of Deceased

☐ Army
☐ Coast Guard

☐ Navy
☐ Army Air Corps/
 Army Air Force

☐ Air Force
☐ Merchant
 Marine

☐ Marine Corps
☐ Other (specify): _____
IF NO HONORS WERE PROVIDED, GO TO QUESTION #14.

Enclosure (2)

Last name of deceased:

PART II

8. Check elements provided and by whom.

	Military	VSO	Other Authorized Provider	Family Declined
Flag Folding and Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taps: Bugler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recording <input type="checkbox"/>		Electronic Bugle		<input type="checkbox"/>
Not Provided <input type="checkbox"/>				
Firing Party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pall Bearers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chaplain	<input type="checkbox"/>			
Flyover	<input type="checkbox"/>			
Additional Elements* <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
(*Color Guard, Drill Unit, Caisson, Presence, etc.)				

9. Number of Military Detail Members

	Active Comp	Reserves		National Guard		
		SEL RES	AGR	Federal Status	State Status	AGR
Army	_____	_____	_____	_____	_____	_____
Navy	_____	_____	_____	_____	_____	_____
USAF	_____	_____	_____	_____	_____	_____
USMC	_____	_____	_____	_____	_____	_____
USCG	_____	_____	_____	_____	_____	_____

10. Number of VSO Detail Members

_____ The American Legion	_____ Veterans of Foreign Wars	_____ Vietnam Veterans of America
_____ AMVETS	_____ Fleet Reserve	_____ Marine Corps League
_____ Other (specify):		

11. Number of Other Authorized Provider Detail Members

_____ ROTC	_____ Contract Bugler	_____ Other (Retirees, etc.) Specify:
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12. Time for **detail** to accomplish funeral honors (round to nearest hour)
(Detail as a unit, NOT sum of all unit member hours) _____ hours

13. Round trip distance to and from funeral _____ miles

PART III

14. If the funeral could not be supported, indicate the ONE MAIN REASON why.

- ☐ Trained manpower not available
- ☐ Multiple funerals at the same time
- ☐ Geographic distance
- ☐ Insufficient notification time
- ☐ Parent service not available
- ☐ Other (write in)

[illegible]

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 28 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (28 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

ELECTRONIC FUNDS TRANSFER (EFT) CERTIFICATE

AUTHORITY: DEBT COLLECTION IMPROVEMENT ACT OF 1996, PUBLIC LAW 104-1354. PUBLIC LAW 104-134 REQUIRES THAT ALL FEDERAL PAYMENTS SHALL BE PAID BY MEANS OF EFT.

PURPOSE: TO ENSURE REIMBURSEMENTS ARE MADE TO MILITARY MEMBERS AND CIVILIAN EMPLOYEES WHO PERFORM OFFICIAL TRAVEL ARE CREDITED IN THEIR ELECTRONIC FUNDS TRANSFER ACCOUNT IN TIMELY MANNER.

ROUTINE USES: TO AUTHORIZE A FINANCIAL INSTITUTION CHOSEN BY AN INDIVIDUAL TO CREDIT THEIR EFT ACCOUNTS.

DISCLOSURE IS MANDATORY. FAILURE TO FURNISH INFORMATION REQUESTED MAY RESULT IN NON-PAYMENT OF TRAVEL PAY ENTITLEMENTS OR MAY DELAY RECEIPT OF PAYMENT TO YOUR EFT ACCOUNT.

NAME: _____ SSN: _____
(Last, first, MI)

ADDRESS: _____

HOME PHONE: _____

FINANCIAL INSTITUTION NAME: _____

FINANCIAL INSTITUTION'S ROUTING TRANSIT NUMBER (RTN): _____
(OBTAIN FROM FINANCIAL INSTITUTION OR BOTTOM PART OF YOUR PERSONAL CHECK)

(OR YOU MAY ATTACH A "VOID" CHECK AT BOTTOM OF FORM)

ACCOUNT TYPE (CHECK ONE): _____ CHECKING _____ SAVINGS

ACCOUNT NUMBER: _____

SIGNATURE: _____ DATE: _____